

23 March 1960

MEMORANDUM FOR THE RECORD

**SUBJECT: Federal Employees Health Benefits Act of 1959
Processing of Civil Service Forms**

1. On 22 March 1960 Mr. [] and myself met with Mr. Irving Kator, of the Civil Service Commission, concerning the printing of and processing of, the necessary forms to implement the Health Benefits Program. The Commission is now placing orders with numerous firms for the printing of several million enrollment forms for the Program. On 21 March they asked for the number of employees in CIA so that they could place an order on behalf of this Agency. It was indicated that a similar problem could develop when the brochures were to be printed concerning the various insurance programs to be offered.

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2. Mr. Kator agreed, subject to approval by Mr. Ruddeck, that there will be no listing of CIA or GEHA for a specific number of copies of either the enrollment forms or the printed brochures. The Commission will provide for the Agency needs through their stockpile reserve and the Agency, through its contacts, will draw the required number of copies out of the Civil Service Commission reserve. This eliminates all references to CIA and GEHA and related figures which would indicate the number of employees in the Agency.

3. In addition, it was indicated that there will be other forms of printed material which will list employee organizations together with some reporting concerning these organizations. At our request it was agreed that CIA and GEHA would be eliminated from all such forms of listing and reporting.

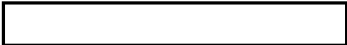
4. Of particular importance is the fact that the Commission will draw up the brochures for the GEHA Program which are to be made available to Agency employees together with the booklets on the nation-wide programs being offered by the Commission.

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If the Commission endeavored to print up the GERA brochures obviously they would need to know the number of employees in the Agency. Mr. Kater was informed that this poses a serious security problem and he agreed to our solution; namely, that the Commission will furnish to the Agency the galley proofs of the GERA brochure. The brochure will be printed by Agency facilities thereby eliminating the necessity of revealing the number of copies involved to outside persons. We will furnish the Commission a few copies to show that we have faithfully lived up to their requirements. In addition, we pointed out that we desired this brochure to be fitted into a loose leaf booklet covering all the Agency insurance programs, and the size of the brochure probably will have to be reduced from that of the other brochures being printed by the Commission. Mr. Kater agreed to this.

5. It is felt that the above agreement covers all the security factors that are likely to develop in the immediate future on this program and it sets the procedure for similar arrangements on other forms of reporting.

SIGNED


Chairman, Board of Directors
GERA

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